

Purpose

The Lester Farnsworth Library exists primarily for the use of the employees of the Department of Transportation and the Department of Public Safety, with limited services to the community. The Wire Library is a specialized library and consists primarily of technical collections with some general works.

LIBRARY HOURS AND STAFF TELEPHONE NUMBERS

- Mondays thru Firdays **from** 6:00 a.m. to 5:00 p.m.
Telephone: 965-4626 **or** Pager Number: 241-3265
 965-4656 **or** 241-3267
 965-4125 **or** 241-3268

MATERIALS AND SERVICES

- Our library houses over 19,000 publications, newsletters, magazines, audio cassettes and videos
- Reference Assistance
- Study Carrels and Study Areas
- Interlibrary Loan (nationwide)
- Copy Machine
- Automated Catalog Access
- Automated catalog access user instruction, available upon request (access can also be made available from your own computer).
- "Documents Availability Guide"
- Previous and Current weeks Tribune, Deseret News and Wall Street Journals Newspapers
- P.E. and Civil Engineering exam study references

Policy

The library materials can be checked out through the Librarian or Central Records personnel, and returned either directly to the Librarian, Central Records personnel or placed in the book depository, positioned next to the "Wire Wall Mural" directly inside of the Library.

BORROWING PRIVILEGES

- Library materials can be loaned out to current UDOT, or DPS employees and to rotational students. External customers may use library materials within the Library and take photocopies if needed.

LOAN PERIODS FOR

- ***Government Documents*** (i.e. Utah Codes or United States Codes) are reference only. You must consult with the librarian before any exceptions might be made.
- ***Newspapers*** must not be removed from the Library unless by special consideration of the Librarian. Photocopies can be made in the Library. After viewing newspapers, consider the next person in line by replacing them in the proper slots provided.
- ***General Collection*** unless on a “reserve item” status can be checked out for one month with a two week renewal option.
- ***Reserved*** items are loaned according to the discretion of the Librarian who considers the number of patrons waiting for the materials. Reserves will be made according to the order in which they were received by the Librarian. These requests may be made by e-mail, voice mail or in writing. There are no renewals.
- ***Magazines or Newsletters*** unless on a “reserve item” status are loaned for one month with a two week renewal option.
- ***NICET Materials*** are available and free to UDOT NICET students, all others need to consult with the librarian for costs incurred.
- ***Videos/Audios*** unless on a “reserved item” status are loaned for one month with a two week renewal option.

OVERDUE MATERIALS AND LATE FEES

- ***Date Due Notices*** are mailed out by the Librarian at the end of each month. The Librarian will stamp a date at the top right hand corner of the item you have checked out, this is the official due date the item should be returned.
- ***Grace Period*** of 10 days past the due date will be allowed before fines are instituted.
- ***Late Fees*** are not charged if the book is returned within 10 working days of the established due date, after which on the 11th day a fine of \$1.00 is charged, with an additional ten cent a day charge thereafter. Reserve items are not permitted a grace period, and the patron can be charged \$1.00 on the first day overdue, with a subsequent charge of twenty cents a day thereafter. If library materials are lost or stolen, the borrower will need to pay for the cost of replacing them.

If materials are not returned to the Library within 90 days of the overdue notification, the Librarian will submit a statement of replacement costs with processing fees to the Comptrollers Office, who will then send a billing to the borrower for payment. Failure to satisfy payment could result in collection agency involvement.

BORROWER RESPONSIBILITIES

- All material borrowed by him/her
- All losses and/or damages to library material checked out to her/him
- Prompt Payment of any charges incurred
- Prompt notification of any change of "Box Number Address" or phone number
- Immediate notification of lost or stolen materials checked out in your care.

LIBRARIAN RESPONSIBILITIES

- Maintains all materials, furnishings and equipment housed in the Library.
- Furnishes the library with the essential materials required to fit the needs of both the employee and community patrons.
- Assigns call numbers and catalogs all materials received, into the automated Library database.
- Provides assistance when needed, in locating information or using library resources.
- Provides a clean, quiet and orderly study area for patrons.
- Provides automated catalog access instruction for patrons.
- Receives requests and conducts receipting and deposit transactions for the sale of UDOT manuals of instruction etc.
- Updates and publishes quarterly, a guide which references the availability of UDOT documents (that are distributed to our customers), where they can be obtained, and what the cost is.
- Publishes a quarterly listing of all new materials received and that are available in the library.
- Keeps inventory of all materials checked-out/in and issues overdue notices monthly.

- Keeps inventory of all lost or stolen materials and issues billing statements when applicable.
- Receives, completes and notifies patrons of interlibrary loan arrangements.

FOOD AND DRINK

- No food or drinks are allowed in the Library. Through spillage, food and drink in any library can result in expenses incurred due to damage to the furnishings, library materials, or equipment. It can also attract unsavory creatures, such as insects and rodents.

COPYRIGHT RESTRICTIONS

- The Lester Wire Library must comply with the copyright law (title 17, U.S. Code) and the accompanying guidelines when receiving requests for photocopied material. The copyright law governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in this law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research. “If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. The Librarian therefore, reserves the right to refuse to accept a copying order if, in her/his judgement, fulfillment of the order would involve violation of this copyright law.

INTERLIBRARY LOAN REQUESTS

- When and how is the loan request placed? After determining that a book or journal article is not a part of the “Wire Library” collection, you have the option of requesting an interlibrary loan search. After providing the Librarian with as much information about the material as possible (Title, Author, Publisher etc.), she/he will send an ILL electronic request to the State Library Commission.
- *How long will it take to receive the materials requested?* The entire transaction between the initial request of the loan and delivery to the patron generally is about 7 to 15 working days, alot depending on the location of lending library. On the day of the loan arrival, you will be contacted by the UDOT Librarian.

- ***How long may I keep materials?*** The loan periods will be determined by the lending library. Usually two to four weeks are allowed. Periodicals are rarely available for loan, but articles are usually photocopied in accordance with the copyright laws and will not need to be returned. Once again, depending on the lending library a fee may or may not be charged.
- ***Can I renew Interlibrary Loan Materials?*** Some lending libraries will not renew Interlibrary Loan books, but many will. Any requests for renewing a book or etc. must be made through the Librarian before the date due and should be requested only when absolutely necessary.
- ***Who do I return the loaned materials to?*** All interlibrary loan materials need to be returned to the UDOT Librarian at least three days before the due date to allow for mailing time.
- ***What if I return the materials late?*** Overdue fees etc. vary from Library to Library, however a fine of .50 cents per day, per item, is generally going rate for most. There is no grace periods. These charges will be billed directly to the borrower.